

Sent: 3/4/2022

Good afternoon, all.

DNR intends to re-open its facilities to the public on March 21. Pushing ahead the re-opening date by 6 days, from March 15 to March 21, addresses inter-agency coordination needs at the Natural Resources Building (NRB). Concurrent with re-opening, DNR is moving to a modified Tier 3 under its Safe Start Plan. Modified Tier 3 means that how DNR will operate starting on March 21 is somewhat different than what was outlined in the original description of Tier 3 drafted in summer 2020, before the availability of COVID-19 vaccines. Much has changed since then.

Here are the main parameters around re-opening and advancing to a modified Tier 3:

DNR Building Access

- Employee Occupancy of DNR Buildings.—There will be no limit on the number of DNR employees who can work in DNR buildings—the current one-third limit is removed. Occupancy will be determined by Appointing Authorities on a work unit-by-work unit basis. Occupancy must be sufficient to meet DNR's business needs and provide the full range and level of services expected by the public when they come to a DNR facility.
- Public Access.—DNR buildings that were open to the public before the COVID-19 pandemic will be re-opened to the public. Public entry points may be limited. Public means any person who is not a DNR employee. Public access may be limited to designated areas. Designated areas means areas in which DNR needs to interact or conduct business with the public, or areas identified by DNR for meetings or functions by other organizations. Areas in which employees work without the need for or expectation of public interaction will not be open to the public.
- Infants in the Workplace.—DNR's Infants in the Workplace program will continue to be suspended until DNR moves to Tier 4.

Natural Resources Building Visitors

- Natural Resources Building.—DNR is collaboratively managing public access to the NRB with the other NRB tenant agencies and Department of Enterprise Services.
 - All visitors to the NRB must enter and exit through the rotunda. Visitors may not enter through stairwells or the freight elevator, or exit through the exterior doors near the cafeteria.
 - All visitors must sign in through iLobby. An agency escort is required for entry into secured areas; temporary key cards will no longer be issued to visitors. The only unsecured areas are the parking garage, the tunnel/loading dock, storage rooms that can only be accessed from outside the building, the parking garage elevators/escalator, and the rotunda including the two single-occupant bathrooms behind the parking garage elevator. All other areas of the NRB including stairwells, the main elevators, and the freight elevator are secured areas into which the public must be escorted. The freight elevator may not be used for routine passenger transportation.
 - On the first floor, the main hallway, conference room 175, bathrooms, and the cafeteria are secured areas. Conference rooms 172 and 175 may be used for public meetings. The tenant agencies are finalizing protocols for public access to the main hallway and bathrooms during public meetings in conference rooms 172 and 175.

Telework

- Telework.—DNR-directed Emergency Telework will end on March 21. DNR will begin a transition to Elective Telework; this transition must be completed by June 1. Appointing Authorities are responsible for managing this transition. During this transition, employees may continue to telework with the knowledge and approval of their Appointing Authority provided that telework supports DNR’s business needs and allows DNR to provide the full range and level of services expected by the public when they come to a DNR facility. Elective Telework approvals do not have to be immediately in place.
 - Appointing Authorities have the authority to decide requests to telework in Washington or adjacent Idaho and Oregon counties. Authority to decide requests to telework in non-adjacent counties or other states is reserved to the Chief Operating Officer.

Masking Requirements

- Employee Masking - Outdoors.—DNR employees are not required to wear a mask outdoors.
- Employee Masking - Indoors.—DNR employees are not required to wear a mask indoors unless inside a correctional facility, a medical facility, a long-term care facility, or a public transportation hub such as an airport or bus station.
- Employee Masking - Public Transportation.—DNR employees must wear a mask while traveling on public transportation (e.g., airline, train, light rail, bus).
- Employee Masking - Voluntary.—DNR employees are welcome to wear a mask at any time, as a matter of preference.
- Public Masking.—The public is not required to wear a mask either outdoors or inside a DNR building.
- Transportation of Persons Who Are Not DNR Employees.—Persons who are not DNR employees may be transported in DNR vehicles. All vehicle occupants must be masked if the persons being transported are not state or federal employees or elected officials.
- Mask Availability.—KN95 or surgical masks are available upon request to DNR employees for their use in the workplace.

Self-screening & Sanitation

- Employee Self-screening.—DNR employees must continue to complete the daily COVID-19 self-screening survey before entering a DNR facility.
- Public Self-screening.—The public is not required to complete COVID-19 self-screening before entering a DNR facility.
- Disinfecting.—DNR will continue to follow disinfecting practices described on Page 5 of DNR’s [COVID-19 Safety Practices Protocols](#).

An FAQ sheet that reinforces these main points will be available next week. Zoom information sessions similar to those we held when DNR transitioned from Tier 1 to Tier 2 in July 2021 are planned for next week and the week following. Please feel free to reach out at any time to your Appointing Authority, Human Resources, or the DNR Safety Office if you have questions, concerns, or suggestions.

Thank you for the hard work that you have done over the past two years under difficult and unprecedented circumstances. I am glad that COVID-19 trends have improved to the point that we can take another step forward in normalizing DNR's work environment and operations.

Best regards,

Lenny

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